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General Assembly

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English only

Third United Nations World Conference on Disaster Risk Reduction

Preparatory Committee
First session
Geneva, 14-15 July 2014

Information note for participants

I. Introduction

1. The first session of the Preparatory Committee of the Third United Nations World Conference on Disaster Risk Reduction will be held in Geneva at the Palais des Nations, Conference Rooms XVIII and XXIV, Building E, Door 40, first floor, from Monday, 14 July to Tuesday, 15 July 2014.

Address:
Palais des Nations
8-14 Avenue de la Paix
CH-1211 Geneva 10

II. Registration

2. States members of the United Nations and members of specialized agencies, as well as organizations and entities accredited to the United Nations may register to attend the session.

States

(a) States are requested to inform the Conference secretariat of the composition of their delegation via note verbale from their Permanent Mission to the United Nations. A scanned copy of the note verbale should be sent to the Conference secretariat by email (wcdrr2015-un@un.org).

Intergovernmental organizations

(b) Intergovernmental organizations holding observer status with the General Assembly and the Economic and Social Council may register through the same procedure used by States. For a list of accredited intergovernmental organizations, please see http://www.un.org/en/members/intergovorg.shtml.

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Other intergovernmental organizations must first apply for ad hoc accreditation by submitting an application to wcdrr2015-igo@un.org no later than 15 June 2014. The application will be reviewed by the Conference secretariat against existing criteria (geographical scope and membership) and submitted to the Preparatory Committee for approval. Note that at least three Member countries must be specified in the application.

United Nations system

(c) The registration of representative of the specialized agencies (ILO, FAO, UNESCO, ICAO, WHO, World Bank, IMF, UPU, ITU, WMO, IMO, WIPO, IFAD, UNIDO, IAEA, WTO, UNWTO, CTBTO, and OPCW) follows the same procedures as for States.

United Nations funds, programmes and other entities (United Nations Secretariat entities, UNHCHR, UNOV, UNODC, UNON, UN-HABITAT, ECA, ECE, ECLAC, ESCAP, ESCWA, UNCTAD, UNDP, UNEP, UNHCR, UNRWA, UNICEF, UNFPA, WFP, UN-WOMEN, UNFCCC, UNCCD, CBD, UNU, ITC, UNAIDS, UNITAR, UNRISD) should communicate the composition of their delegation to the Conference secretariat by email (wcdrr2015-un@un.org) no later than 15 June 2014.

Non-governmental organizations and other major groups

(d) General Assembly resolution 68/211 recognizes the importance of contributions and participation of all relevant stakeholders, including non-governmental organizations and major groups, at the World Conference and its preparatory process. There are two different procedures for non-governmental organizations and major groups depending on whether they are accredited or non-accredited.

(i) Accredited non-governmental organizations and major groups

Non-governmental organizations and organizations belonging to major groups that have consultative status with the Economic and Social Council should pre-register to participate through the online registration system at http://www.wcdrr.org/majorgroups. The deadline for pre-registration is 30 June 2014 and the deadline for submitting the names of all nominated representatives is 8 July 2014.

If you are unsure of your organization's accreditation status, you can check the iCSO database at http://esango.un.org/civilsociety/login.do. A confirmation e-mail will then be sent to each nominated representative after the registration form is received and the accreditation status is checked. This confirmation e-mail serves as an official invitation to the meeting and can be used to apply for a visa to Switzerland.

(ii) Non-accredited non-governmental organizations and major groups

Non-governmental organizations and other major group organizations currently not in consultative status with the ECOSOC, and who wish to attend the meeting as observers may apply through the Conference

secretariat to receive special accreditation for that purpose. Information on how to apply for special accreditation is available on the Conference website at http://www.wcdrr.org/majorgroups.

(iii) Representatives from sub-national government

The registration of municipal and other local or regional authorities can be arranged under the auspices of an accredited non-governmental organization, an organising partner of the local authorities major group, or through a Permanent Mission to the United Nations as an invited member of a national delegation.

(iv) Representatives of for-profit entities and private sector

The registration of representatives from business and industry can be arranged through the business and industry major group under the auspices of a relevant non-governmental organization accredited in accordance with resolution 1996/31 governing the consultative relationship between the United Nations and non-governmental organizations.

III. Access to premises

Badges and grounds passes

3. Badges provided by United Nations security will allow registered participants access to the Palais des Nations. Registered participants can collect their badges at the Porte de Prégny entrance (8-14 avenue de la Paix, CH-1211 Geneva 10) on Thursday, 10 July and Friday, 11 July 2014 from 8:00 a.m. to 5.00 p.m., and Monday, 14 July and Tuesday 15 July, from 8:00 a.m. to 5:00 p.m. To collect their badges, participants must present their national identification card or passport.

4. Representatives of the United Nations system can enter by using their United Nations Grounds Pass.

Access to premises with large luggage

5. As a general rule, access to the United Nations premises with large luggage (i.e. larger than carry-on size) is not authorized. Pedestrians carrying large luggage will be directed to the Porte de Prégny entrance where, after passing a security inspection, those items will be placed in storage subject to availability of space. Luggage detected inside cars at the occasion of random vehicle checks may be subject to security inspection.

IV. Arrangements for meetings

Seating arrangements

6. Due to seating limits in the plenary room (Room XVIII), two (2) seats will be made available for each official government delegation at the plenary session. A limited number of seats will also be available for representatives of intergovernmental organizations, the United Nations system and major groups at the plenary session.

Languages and interpretation

7. In the plenary room (Room XVIII), statements made in any of the six official languages will be interpreted into the other official languages. Any representative may make a statement in a language other than the official languages. In such cases, the delegation should provide either an interpretation or a written text of the statement in one of the official languages. The interpretation or written text will be considered by the secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

8. Meetings other than those of United Nations bodies, such as meetings of regional or major groups, will be accommodated according to the availability of meeting rooms and services.

Registration for statements

9. Inscription in the list of speakers will be announced in due course and delegations will be informed accordingly.

Distribution of documents

10. In an effort to support greening, participants are encouraged to download documents of the Preparatory Committee from the World Conference website (www.wcdrr.org) or the Official Documents System of the United Nations (document.un.org).

11. A limited number of session documents will be made available at the distribution counter at door 40. Documents requiring action (draft resolutions, draft decisions, conference room papers) will be available at the documents booth in Conference Room XVIII.

Audio files of meetings

12. Audio files of all plenary meetings of the first meeting of the Preparatory Committee will be available on the World Conference website. These recordings will be posted on the webpage the following afternoon or morning after the meeting has taken place. For technical reasons, the recordings will only be available in English. The software needed to download the audio files will also be available on the World Conference website (www.wcdrr.org).

Focal points for major groups

13. During the session, the Conference secretariat will have focal points to assist each major group.

Business and Industry	Ms. Kiki Lawal lawalk@un.org
Children and Youth	Ms. Christel Rose rosec@un.org
Indigenous Peoples	Mr. Glenn Dolcemascolo

	dolcemascolo@un.org
Local Authorities	Mr. Abhilash Panda pandaa@un.org
Non-governmental organizations	Mr. Glenn Dolcemascolo dolcemascolo@un.org
Scientific and Technological Community	Mr. Pedro Basabe basabe@un.org
Women	Ms. Madhavi Ariyabandu ariyabandu@un.org
Farmers	Mr. Steven Goldfinch goldfinch@un.org
Workers and Trade Unions	Ms. Maria Hasan hasan3@un.org

14. To take the floor, major groups' speakers should use the conference-table seats reserved primarily for that purpose. Major groups are not permitted to distribute documents, pamphlets or any other material in Room XVIII.

Wireless internet

15. Wireless Internet access will be available in Rooms XVIII and XXIV and immediate surroundings.

V. Participation of least developed countries and small island developing States

16. In accordance with General Assembly resolution 68/211, and as described in the note verbale from the Conference secretariat dated 17 April 2014 to the Permanent Missions to the United Nations Office and other International Organizations in Geneva and New York where appropriate, of States belonging to the list of least developed countries and small island developing States, one participant from the delegation of those States can be sponsored to attend the first meeting of the Preparatory Committee. To allow timely processing of sponsorship as well as travel arrangements, the name, title and email address of the nominated delegate that is to be sponsored is requested in the form of a note verbale to be sent to wcdrr2015@un.org no later than 10 May 2014.

VI. Media arrangements and services

Media accreditation

17. The Information Service must be satisfied that the individuals applying for accreditation are bona fide media professionals and represent bona fide media organizations [formally registered as a media organization in a country recognized by the United Nations General Assembly]. Accreditation will only be given on proof of a track record of reporting for media organizations on international affairs. Media accreditation is not accorded to the information outlets of non-governmental organizations. Applications are considered on a case-by-case basis and the decisions of the Information Service are final. The Information Service reserves the right to deny or withdraw accreditation of

journalists from media organizations whose activities run counter to the principles of the Charter of the United Nations, or who abuse the privileges so extended or put the accreditation to improper use or act in a way not consistent with the principles of the Organization. All journalists applying for accreditation must submit proof that they represent a bona fide media organization as follows:

(a) Letter of assignment on official letterhead of a media organization from the Publisher/Assignment Editor or Bureau Chief. It should specify the name and functional title of the journalist and the period for which accreditation is sought at the United Nations.

(b) Print media representatives are required to submit two recent issues of the publication. Radio and TV media representatives must submit recordings of two recent reports.

(c) Independent TV production companies are required to provide a letter from a broadcast organization that intends to air their work.

(d) Photographers are required to submit original tear sheets or photos with credits of the issuing organization.

In addition to the above requirements, online media must meet the following requirements:

(e) The web publication must belong to a registered company, such as a media organization, and have a specific, verifiable non-web address and a telephone number.

(f) The online journal requesting accreditation for its correspondent must have a substantial amount of original news content or commentary or analysis on international issues.

(g) If the web site is new, the applicant seeking accreditation must provide the latest data on the site's visitors or other relevant material (press citations, etc.) about the outlet's audience.

(h) The applicant must have an established record of having written extensively on international issues and must present copies of three recently published articles with his/her byline.

18. Correspondents must submit their request for access to the United Nations Office in Geneva on their media's organization's letterhead to the Press and External Relations Section, offices C.323 or C.300, by email to accreditation-media@unog.ch, or by fax: +41(0) 22 917 0073, Tel: +41 (0)22 917 4359 or +41 (0)22 917 2336. The Section does not acknowledge receipt of requests for media accreditation. You may call to check the status of your request.

19. Once the request for accreditation is accepted, a badge can be collected from the Security Identification Unit at the Porte de Prégny of the Palais des Nations.

20. For more information on media accreditation at the United Nations Office in Geneva and to download the press accreditation form please visit the News and Media section at www.unog.ch.

Photo identification

21. Journalists must also present two forms of valid ID. Valid ID must include a current passport from a State recognized by the United Nations General Assembly, along with a press card, work ID, driver's licence or other form of photo ID. Where required, non-nationals of the host government must also confirm their right to work as a journalist by providing a relevant visa or an employment authorization document.

VII. Additional practical information

Accommodation

22. Participants are responsible for making arrangements for their own accommodation and travel. All representatives interested in attending are required to have adequate medical insurance prior to arrival.

Public transport

23. From the airport, the Palais des Nations is accessible by taxi (15 minutes, about CHF25) or by bus and tramway through Cornavin railway station. From the railway station, a bus service (Bus No.5, 8, F, V and Z, and Tram No.13 and No. 15) operates to the Palais des Nations. Taxis can be ordered through the guard on duty at door 6, door 40 and Porte de Prégny. Please note that taxis will not be allowed inside the premises of the Palais des Nations during the session. For further information on public transportation, you may visit http://www.tpg.ch/. For further information on the city of Geneva, you may visit http://www.geneve-tourisme.ch/.

Entry of vehicles to the Palais des Nations

24. Only those vehicles with stickers can access the Palais des Nations. Vehicles are asked to exercise care and drive slowly within the grounds and immediate vicinity of the Palais des Nations; to observe traffic signs and instructions given by the attendants in charge of traffic and parking; and in the event of an accident to follow the attendant's instructions or, in his absence, those of the official in charge at the Security Control Centre (Room A.220, Tel: +41 (0)22 917-2900/72902) with regard to first-aid arrangements and certain necessary formalities.

25. Entry to the premises of the Palais des Nations by taxi is prohibited at all times. Taxis will drop off passengers outside the Porte de Prégny entrance.

Restaurants, cafeteria and bars

26. The restaurant on the 8th floor of the Assembly Building serves hot meals from 11:45a.m. to 2:30p.m. The restaurant is closed on Saturdays and Sundays. The restaurant will make arrangements for cocktail parties, private luncheons and dinner parties (Tel: +41 (0)22 917-3588).

27. The cafeteria (Tel: +41 (0)22 917-3467), on the ground floor of the Assembly Building, is open to members of delegations, journalists, etc., and to officials from Monday to Friday, from 8:15a.m to 4:45p.m. Lunch is served from 11:30a.m. to 2:00p.m.

28. The bar on the ground floor of the Council Building (Press Bar- Door 6) is open from 8:30a.m to 6:30p.m. from Monday to Friday.

29. The "Bar Serpent" in the Conference room area of Building E is open from 9:00a.m. to 5:30p.m.

30. The Delegates' Lounge on the 3rd floor of the Assembly Building (Room VI) is open from 8:30a.m to 4:45p.m.

31. All bars are closed on Saturdays and Sundays.

Bank

32. The United Nations branches of the UBS are located as follows:

Door 6 area of Council Building, Ground floor, Tel: 022 917-2170.
Opening hours: Monday to Friday, 8:30a.m – 4:30p.m.

Door 41 area of Building E, 2nd floor, Tel: +41 (0)22 917-4916.
Opening Hours: Monday to Friday, 8:30a.m-12:30 p.m and 1:30p.m. – 4:30 p.m.

Cash machines are available at both locations.

First Aid

33. In case of emergency dial extension 112. Otherwise, first aid is available at the infirmary as follows:

Secretariat Building: Room No. 016, Basement, Door 2, Tel: +41 (0)22 917-2807.
Opening hours: 8:00a.m. – 5:00p.m.

Building E: Room E-3053, 3rd Floor, Tel: +41 (0)22 917-5009.
Opening hours: 8:00a.m -12:00p.m.

Travel agency

34. Carlson Wagonlit has offices on the ground floor in the lobby of the Council Building (Door 6, Tel: 022 917-2850) and in the entrance hall of the New Building (2nd Level, Tel: 022 917-4621). Opening hours: Monday to Friday, 9:00a.m. – 4:30p.m.